



Seattle City Employees' Retirement System

For office use only.
Retirement number:

Change of Name Notification

Use this form to change your name on record with the Seattle City Employees' Retirement System.

Please help us serve you by printing legibly.

1. Member Information		
Current Name (First, Middle Initial, Last)	Last 4 digits of your Social Security number:	Daytime Phone Number
Mailing Address (Street Address, Apartment Number)		
City, State, Zip Code		

2. Change of Name Information
New Name (First, Middle Initial, Last)

3. Effective Date of Change
Month Day Year

Please attach a copy of the court order or other legal document through which you changed your name. Other acceptable legal documentation may include:

- Current driver's license
- Marriage license with a copy of picture identification
- Social Security card with a copy of picture identification
- Passport

4. Signature and Date	
Member's Signature	Today's Date

Please make sure you have completed all four sections above. Once completed and signed, you may return the form and a copy of the legal document(s) verifying your name change by faxing it to 206.386.1506 or scanning it to retirecity@seattle.gov

Seattle City Employees' Retirement System, Jeffrey S. Davis, Executive Director
720 Third Avenue, Suite 900, Seattle, Washington 98104
Tel: 206.386.1293 Toll Free: 877.865.0079 Fax: 206.386.1506
Website: www.seattle.gov/retirement Email: retirecity@seattle.gov